OSDC dcART System Quick Reference Sheet

Go to http://dcart.utah.gov Enter your lan login password

To view an account: **ALL CAPS ONLY** - use wildcard with first name in case middle name is also entered

Click on Account Search
Type in the Account Number, or Last Name, or First Name (wildcards are ok)
Click on the Account Number.
 From this screen you may view Other Accounts, Transaction History, Payments, Adjustments, or Recall

To recall (close and return) an account:

Use the same process as used to view an account. From the ACCOUNT VIEW screen:
 Click on Recall Account
  Enter a reason for the recall
  Click on Recall Account
   Click on Finish

To calculate a payoff:

Use the same process as used to view an account. From the ACCOUNT VIEW screen:
 Click on Payoff:
  Enter either the Payoff Date or the Payoff Days
   Click on Calculate: The system will calculate the payoff total

To write-off an account (note some agency receivables are written off at the time the account is sent to OSDC. For those agencies, this section is not-applicable)

Click on Write-off Menu
  Please click on the + sign and review the instructions
 Click on one of the choices: Less than $25.00, $25.00-$1,000, Greater than $1,000
  Select the Accounts you wish to write off and input a note explaining the reason for the write-off.
   Click on Send Email/Request Write-Off

Use the Account Listing to view a list of accounts for various criteria

Use the Placement Report to view the number and dollar amount of placements, adjustments, interest and collections by month and year

To view the detail that makes up each amount click on the field under the # sign.

Use the Activity Report to view a list of activity by month.

Click on the underlined numbers for a list of accounts making up the number

The Balance Report lists the ending balance for each fiscal month (will be more meaningful as time passes)

The Balance Organization Report report by month and organization for the last 3 months.

Users must obtain access rites by corresponding with Robert Johnson (robjohnson@utah.gov)
Enter your LAN password

Select '*Account Search*' (to bring up individual cases)

Other selections on this screen may also benefit when needing to see all cases sent to OSDC in the last three months, prior years etc. Grand totals are displayed that reflect principal and collection costs etc.

Enter Name (must be **all caps**-wild card works)
or Account Number
click on "*SEARCH*"
The bottom part of the screen display case. Double click on the case number (*Account*) to reveal defendant
information.

Click on transaction history to see payments made, fees charged:

Account View - Microsoft Internet Explorer

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Address https://dcart.utah.gov/dcART/PlacementDetailForm.do

Account View

Payoff Account Search Agency Menu Recall Account

Debtor ID	133803	Total	**$342.40**	Plcmnt Date	Jul 26, 2005
Account	051100209	Prin	$275.00	Plcmnt Type	Primary
Agency	020 District Courts	Pen	$0.00	Status	Open
Org	0211 Brigham City	OSDC Int	$0.00	NSF Checks	0
Current Last	WILLARD	Agency Int	$2.34	Vendor	GC
Current First	JOSEPH C	Coll Fee	$65.06	Vendor Phone	(888) 816-2833
Original Last	WILLARD	Other Fee	$0.00	Daily Int Fee	0.044367
Original First	JOSEPH C				

Other Accounts   **Trans History**   **Payments**   **Adjustments**   **Charges**   **Recall**

Office of State Debt Collection

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Address | https://dcart.utah.gov/dcART/AccountMasterViewForm.do   ▾ ⟶Go   Links »

Account View

Payoff   Account Search   Agency Menu   Recall Account

Debtor ID	1150	Total	**$930.63**	Plcmnt Date	Feb 09, 2004
Account	031700072	Prin	$700.00	Plcmnt Type	Secondary
Agency	020 District Courts	Pen	$0.00	Status	Open
Org	0609 Farmington	OSDC Int	$0.00	NSF Checks	0
Current Last	ALLEN	Agency Int	$50.04	Vendor	RMA
Current First	BRENT W	Coll Fee	$180.59	Vendor Phone	(800) 956-4638
Original Last	ALLEN	Other Fee	$0.00	Daily Int Fee	0.080738
Original First	BRENT W				

Other Accounts | **Trans History** | **Payments** | **Adjustments** | **Charges** | **Recall**

#	Trans Date	Trans ID	Trans Code	Type	Amount
1	Feb 09, 2004	859725	New Balance	Principal	$720.00
2	Feb 09, 2004	859725	Interest	PJI Fine	$8.75
3	Feb 09, 2004	859725	Interest	PJI Restitution	$1.37
4	Feb 09, 2004	859725	Coll Fee	Collection Fee	$171.26
5	Mar 31, 2004	1064628	Interest	PJI Fine	$2.96
6	Mar 31, 2004	1064628	Interest	PJI Restitution	$0.48
7	Mar 31, 2004	1064628	Coll Fee	Collection Fee	$0.80
8	Jun 30, 2004	1297799	Interest	PJI Fine	$5.28
9	Jun 30, 2004	1297799	Interest	PJI Restitution	$0.85

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